



**STATE ASSESSORS BOARD  
REGULAR MEETING MINUTES OF MAY 23, 2008  
State Treasurers' Board Room, Richard H. Austin Building  
430 West Allegan Street, Lansing, Michigan**

**CALL TO ORDER:** The May 23, 2008 meeting of the State Assessors Board was called to order at 9:30 a.m. in the State Treasurers' Board Room in the Richard H. Austin Building, 430 West Allegan Street, Lansing, Michigan.

**ROLL CALL:** Members present: Lisa A. Hobart, Chairperson  
Raman A. Patel, Vice Chairperson  
Maxine J. McClelland, Member  
Frederick W. Morgan, Member (arrived at 10:35 a.m.)

Member absent: Henry O. Allen, Member (excused)

Staff present: David C. Lee, Executive Secretary

**APPROVAL OF MINUTES:** It was moved by McClelland, seconded by Patel, and unanimously approved to adopt the regular meeting minutes of the April 25, 2008 meeting of the State Assessors Board as presented.

**PUBLIC COMMENT:** Mr. Richard L. Sharland presented two revocation petitions to the Board.

**EDUCATIONAL PROGRAMS:**

1. It was moved by Patel, seconded by McClelland, and unanimously approved to receive and file the communication from the Executive Secretary regarding State Assessors Board Course 2 instructors.
2. It was moved by Patel, seconded by McClelland, and unanimously approved to deny a request for reinstatement of level 3 certification.

**CERTIFICATION APPLICANTS:**

1. It was moved by Patel, seconded by McClelland, and unanimously approved to grant formal approval to the list of certification applicants provided to the Board. The list of certification applicants which was approved by the Board and the certification totals presented to the Board were as follows:

**Certification Applicants  
May 2, 2008**

<b><u>Level 1</u></b>		
Purtell-Stauffer, Jamie	Teed, Timothy	Torres-Oviedo, Christina
<b><u>Level 2</u></b>		
Burnside, Angela	Richter, Heather	Teed, Timothy

**Certification Totals  
May 2, 2008**

Level 1	608
Level 2	968
Level 3	904
Level 4	<u>148</u>
<b>Total</b>	<b>2,628</b>

2. It was moved by Patel, seconded by McClelland, and unanimously approved to grant approval to the level 3 experience qualification request of Ms. Joyce M. Bowers.

**CLOSED MEETING:** A closed meeting was permissible under the Open Meetings Act, Michigan Compiled Law (MCL) 15.268(h). (See also the Freedom of Information Act, MCL 15.243(1)(b)(ii), 15.243(1)(d), and 15.243(1)(k) and the Open Meetings Act, MCL 15.267(2).) A motion was made by Patel and seconded by McClelland to go into closed session. A roll call vote occurred: Hobart—yes, Patel—yes, and McClelland—yes. The motion was unanimously approved.

A closed session was held for the following items:

1. Discussion of the closed meeting minutes from April 25, 2008
2. Discussion of the Narrative Appraisal Graders Committee meeting scheduled for April 25, 2008
3. Discussion of revocation petition 07-0001
4. Discussion of revocation petition 07-0021
5. Discussion of revocation petition 07-0026
6. Discussion of revocation petition 07-0027
7. Discussion of revocation petition 07-0028
8. Discussion of revocation petition 08-0001
9. Discussion of revocation petition 08-0003
10. Discussion of revocation petitions 08-0006 through 08-0009

11. Discussion of revocation petition 08-0013
12. Discussion of revocation petition 08-0014
13. Discussion of revocation petition 08-0017
14. Discussion of revocation petition 08-0018
15. Discussion of a level 4 demonstration appraisal subject property request
16. Discussion of April 2008 examination results
17. Discussion of an extension of a deadline to complete all level 4 certification requirements

A motion was made by Patel and seconded by McClelland to return to open session. A roll call vote occurred: Hobart—yes, Patel—yes, and McClelland—yes. The motion was unanimously approved.

#### **OPEN MEETING ACTIONS ON CLOSED MEETING ITEMS:**

1. It was moved by Patel, seconded by McClelland, and unanimously approved to adopt the closed meeting minutes of April 25, 2008 as presented.
2. It was moved by Patel, seconded by McClelland, and unanimously approved to schedule a meeting of the Narrative Appraisal Graders Committee after October 1, 2008 for purposes of discussing the narrative appraisal grading sheet.
3. It was moved by McClelland, seconded by Patel, and unanimously approved to hold an informal revocation hearing for the assessing officer named in revocation petition 07-0001.
4. It was moved by Patel, seconded by McClelland, and unanimously approved to approve the official orders as presented with respect to revocation petitions 07-0021, 07-0026, 07-0027, 07-0028, and 08-0001.
5. It was moved by McClelland, seconded by Patel, and unanimously approved to dismiss revocation petition 08-0003.
6. It was moved by Patel, seconded by McClelland, and unanimously approved to dismiss revocation petitions 08-0006 through 08-0009.
7. It was moved by McClelland, seconded by Patel, and unanimously approved to dismiss revocation petition 08-0013 and provide information regarding the inspection of property to the assessing officer named in the petition.
8. It was moved by Patel, seconded by McClelland, and unanimously approved to dismiss revocation petition 08-0014, refer the alleged use of outdated assessing software to the State Tax Commission for its review, and provide information regarding the importance of using current assessing software to the assessing officer named in the petition.

9. It was moved by McClelland, seconded by Patel, and unanimously approved to dismiss revocation petition 08-0017.

10. It was moved by McClelland, seconded by Patel, and unanimously approved to hold an informal revocation hearing for the assessing officer named in revocation petition 08-0018.

11. It was moved by Patel, seconded by McClelland, and unanimously approved to approve a level 4 demonstration appraisal subject property request.

12. It was moved by McClelland, seconded by Patel, and unanimously approved to receive and file the April 2008 course examination results presented to the Board.

13. It was moved by McClelland, seconded by Patel, and unanimously approved to grant the level 4 candidate who submitted narrative appraisal 200 an extension until July 1, 2008 to complete all level 4 certification requirements.

**COMMUNICATIONS:** Text materials developed personally by Hobart for a presentation to the Macomb Assessors Association were donated to the Board for six-hour renewal development purposes. The text materials were titled "Personal Property Assessment Topics".

**OTHER BUSINESS:**

1. It was moved by Patel, seconded by Morgan, and unanimously approved to approve as presented a (revised) frequently asked questions document for purposes of posting the document to the Board's Web page and to authorize the Executive Secretary to make changes of a non-policy nature to the document as needed.

2. It was moved by Patel, seconded by Morgan, and unanimously approved to approve the composition of the Assessment Administration Compliance Committee as presented to the Board.

3. It was moved by Patel, seconded by Morgan, and unanimously approved not to charge \$18.50 for copies of the *Uniform Standards of Professional Appraisal Practice* when a home study Appraisal Standards and Ethics course is purchased and to charge only the \$300 home study course fee.

4. The Board discussed a request by a level 4 candidate to participate in the Board's mentoring program. The Board took no action on the request.

**ANNOUNCEMENTS:**

1. Ms. Nancy L. Armstrong began work for the State Assessors Board on May 5, 2008. Ms. Armstrong had previously been employed in the Property Tax Exemption Section of the Department of Treasury, holds a Level 2 Certification in Assessment Administration, and has instructed for the Michigan Assessors Association.

2. The next meeting of the State Assessors Board is scheduled for June 20, 2008 at 9:30 a.m. in the State Treasurers' Board Room of the Richard H. Austin Building, 430 West Allegan Street, in Lansing.

**ADJOURNMENT:** It was moved by Patel, seconded by McClelland, and unanimously approved to adjourn the meeting. The meeting adjourned at 11:02 a.m.

**Date minutes typed:** June 5, 2008

**Date minutes approved:** 6-20-08

  
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Lisa A. Hobart, Chairperson